### Memorandum

Date:

October 8, 2009

To:

Williams Area

Attention: Lieutenant D. M. Uhlik

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Assistant Commissioner, Inspector General

File No.:

005,9968.A07146.010

Subject:

2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on August 12, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 285 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  4 percent error rate provided a total sample size of 72 items. Each OPI inventory list was stratified [(b) x 72 = (c)] and the results rounded to the nearest whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

8	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	127	44.56%	32.08	32
Telecommunications	89	31.23%	22.49	22
Fleet	14	4.91%	3.54	4
Weapons	55	19.30%	13.90	14
Total	285			72

Williams Area Page 2 October 8, 2009

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, sixty-one of the seventy-two items were located. Two items were transferred to other commands and nine items were unavailable due to employees being out of the office. Furthermore, three of the seventy-two items require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, sixty of the seventy-two items reconciled. Six items were not listed on the appropriate OPI inventory list and six items require a correction to be made to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by January 8, 2010.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

M. C. A. SANTIAGO / Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field Northern Division Telecommunications Section Office of the Academy Office of Inspections, Audits Unit

### ATTACHMENT A

# OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT Williams Area - 155 August 12, 2009

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
LAPTOP	143198					x	Employee "off" 4800 time.
LAPTOP	143209					х	Employee "off" will return 8/16/09.
Mobile Radio	R43958			x			Item located in vehicle 1240114.
Mobile Repeater	R46472			x			Item located in vehicle 1240114.
Mobile Radio	R58022			X			Item located in vehicle 1270748.
Hand-Held Radio	R64224					x	Employee working graveyard shift.
Hand-Held Radio	R65815					x	Employee "off" will return 8/13/2009.
Hand-Held Radio	R67153					X	Employee "off" assigned to Task Force.
Scanner	R74586				x		Item transferred, 2009 CHP 24 and CHP 266 attached.
Citizen Band Radio	R81605					x	Item unavailable during inspection.
Mobile Repeater	R46429			x			Item located in vehicle 1270748.
Scanner	R54029			x			Item located in vehicle 1270748.
Control Head - Mobile	R78916			x			Item located in vehicle 1270748.
Citizen Band Radio	R79046			x			Item removed from vehicle and located in Area automotive office.

# OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT Williams Area - 155 August 12, 2009

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Scanner	R79942			х			Item removed from vehicle and located in Area automotive office.
Scanner	R87843			x			Item removed from vehicle and located in Area automotive office.
Citizen Band Radio	N/A		X				Item located on-site in Area automotive office. No CHP decal on item.
Citizen Band Radio	N/A		X				Item located on-site in Area automotive office. No CHP decal on item.
Fixed Receiver	R53779		x				Item located in Area radio room. Database lists item at the Department of General Services Warehouse in Sacramento.
Citizen Band Radio	R59631		x				Item located on-site in Area automotive office. Property number has been removed from database.
Base Station	R70029		x				Item located in Area radio room. Database lists item at the Department of General Services Warehouse in Sacramento.
Fixed Receiver	R73523		x				Item located in Area radio room. Database lists item at the Department of General Services Warehouse in Sacramento.
Weapon						X	Employee "off" will return 8/19/09.
Weapon						x	Employee "off" will return 8/17/09.

### ATTACHMENT A

# OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT Williams Area - 155 August 12, 2009

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Weapon						х	Employee "off" will return 8/16/09.
Weapon					X		Employee transferred, CHP 125 attached.

### ATTACHMENT B

## CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT Williams Area - 155

A	ASSET#	DESCRIPTION	SERIAL#	Y	N	A	Т	С	OTHER
PROI	PERTY IN	SPECTION LIST TO EQUIPMENT							
1 1	03150	VIDEO RECORDER/TV MONITOR P0101D6060	V02517699	x					
2 1	10390	RADAR, TRAFFIC, MOUNTED	040987	х					
3 1	10507	RADAR TRAFFIC MOUNTED	040486	x					
4 1	111057	WHEEL BALANCER VEHICLE		х					
5 1	12091	WASHER HIGH PRESSURE ELECTRIC		x					
6 1	14408	PRINTER	USQF010878	x					
7 1	14570	SWITCH	7ZNV25D0858	x					
8 1	124561	RADAR VEHICLE	049505	x					
9 1	124563	RADAR VEHICLE	049560	x					
10 1	127135	PRINTER	USBD013137	х					
11 1	141634	LAPTOP	0036040427	х					
12 1	142324	DVD PLAYER	170K1693	x					
13 1	142667	SCANNER, NGS FORD MASTER KIT	0506-548655K	x					
14 1	143063	LAPTOP	0036126541	x					
15 1	143064	LAPTOP	0036126549	x					
16	143066	LAPTOP	0036126544	x					
17	143073	LAPTOP	0036126405	x					
18	143198	LAPTOP	0036126535		x				Employee "off" 4800 time.
19	143209	LAPTOP	0036126499		x				Employee "off" will return 8/16/09.
20	143213	LAPTOP	0036126462	x					
21	147531	PRINTER	CNGXK04524	х					
22	149767	PRINTER LASERJET	CNRXR03160	x					
23	149861	UNINTERRUPTIBLE POWER SOURCE	AS0704330491	x					

### CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT Williams Area - 155

	ASSET #	DESCRIPTION	SERIAL#	Y	N	A	τ	C	OTHER
24	150822	DIGITAL CAMERA		x					
25	153088	BREATH ANALYZER SYSTEM PAS DEVICE	90102747-82	x					
26	153093	BREATH ANALYZER SYSTEM PAS DEVICE	90102801-82	x					
27	159998	LIDAR SPEED ENFORCEMENT SYSTEM	TS000577	x					
28	164144	COMPUTER	MXL8320B6V	x					
29	164149	COMPUTER	MXL8320B02	x					
30	164153	COMPUTER	MXL83209ZK	x					
31	95592	CASSETTE RECORDER P0155D5003	SJ5GC74804	x					
32	AF01748	PRINTER DESKJET 950C #040D2001	MY0SV18006	x					
EQ	UIPMENT T	TO INVENTORY LIST							
1	114598	SWITCH	7ZNV24FE958	X					
2	118314	PRINTER COLOR LASERJET 4500N	JPHAF08037	x					
3	126945	DIGITAL SCALE	D2431218070467	x					
4	133482	DIGITAL COPIER		x					
5	137301	LIDAR, HANDHELD	UX015477	x					#
6	137390	HAND HELD RADAR UNIT	AS001190	x					
7	139876	COMPUTER	2UB5410JVP	x					
8	140006	FILE SERVER	2UX54101UM	x					
9	143065	LAPTOP	0036126546	X					
10	143068	LAPTOP	0036126583	x					
11	143207	LAPTOP	0036126522	x					
12	143230	LAPTOP	0036126434	x					

#### ATTACHMENT B

### CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT Williams Area - 155

	ASSET #	DESCRIPTION	SERIAL#	Y	N	A	Т	C	OTHER
13	147530	PRINTER	CNWBB70963	x					
14	147532	PRINTER	MY539110MK	x					
15	149860	UNINTERRUPTIBLE POWER SOURCE	AS0704330593	x					
16	150821	DIGITAL CAMERA		x					
17	151410	COMPUTER	2UA7230GZD	X					
18	159997	LIDAR SPEED ENFORCEMENT SYSTEM	TS000576	x					
19	164148	COMPUTER	MXL8320B2F	x					
20	164150	COMPUTER	MXL8320B6H	X					
21	164152	COMPUTER	MXL8320B0D	х					
22	164154	COMPUTER	MXL8320B0V	x					
23	76678	DICTATING MACHINE PORTABLE TAPE CASS W/	22500802	х					
24	AF01747	SCANNER 7400C #040D2001	C771067904	x					

### ATTACHMENT C

### ATTACHMENT C

## CALIFORNIA HIGHWAY PATROL 2009 TELECOMM PROPERTY INSPECTION REPORT Williams Area - 155

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL#	Y	N	A	T	С	OTHER
PRO	PERTY:	INSPECTION LIST TO	EQUIPMENT								
1 R2	23236	Fixed Receiver - rack type			6371219	x					
2 R3	39727	Citizen Band Radio			311721	x					
3 <b>R</b> 4	42529	Mobile Radio	3QDY902	5MGC027	9541387	x					
4 R4	42871	Mobile Radio	1270624		9541537	x					
5 R4	43958	Mobile Radio				x				x	Item located in vehicle 1240114.
6 R	46472	Mobile Repeater			7725368	x				x	Item located in vehicle 1240114.
7 R	58022	Mobile Radio			9935120	x				x	Item located in vehicle 1270748.
8 R	63633	Hand-Held Radio	15855	AREI-08	402AWY1454	x					
9 R	64224	Hand-Held Radio	18294	MM 08-095	402AWY1507		х				Employee working graveyard shift.
10 R	65815	Hand-Held Radio	18128	MM 08-040	402AWYA057		Х				Employee "off" will return 8/13/2009.
11 R	66495	Hand-Held Radio	09889	AREI-08	402AWY9325	X					
12 R	.67153	Hand-Held Radio	13855		402AXA3885		х				Employee "off" assigned to Task Force.
13 R	70343	Battery Charger - Radio				x					
14 R	70361	Battery Charger - Radio				x					a lance gypne i gypne i
15 R	74586	Scanner	1204513		75002176				x		Item transferred, 2009 CHP 24 and CHP 266 attached.
16 R	76052	Announcer - Telephone			4731	x					
17 R	81605	Citizen Band Radio	1061059		95000838		x				Item unavailable during inspection.
18 R	85682	Control Head - Mobile				x					
19 R	89439	Control Head - Mobile	1270352			x					
20 R	90422	Hand-Held Radio	16541		355CEC0999	х					
21 R	94120	Scanner		1247977	320Z44003071	х				_	
22 R	95392	Control Head - Mobile	1270818			х					

### CALIFORNIA HIGHWAY PATROL 2009 TELECOMM PROPERTY INSPECTION REPORT Williams Area - 155

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL#	Y	N	A	Т	C	OTHER
EQU	IPMEN1	T TO INVENTORY LIST									
l F	3000	UPS			05-EU83Q1-10	x					
2 R	43755	Mobile Radio	1270617			x					
R	244128	Mobile Radio		1247977		x					
l R	45767	Mobile Repeater	3QDY902	5MGC027	7741456	x					
R	R45923	Mobile Repeater			7741354	x					
R	R46429	Mobile Repeater			7727143	x				x	Item located in vehicle 1270748.
7 R	R49659	Mobile Repeater		1247977	7821015	x					
B R	R54029	Scanner			45006669	x				x	Item located in vehicle 1270748.
R	R58855	Telephone System				x					
0 R	R63792	Hand-Held Radio	15526	MM 08-051	402AWY0801	x					
11 R	R70363	Battery Charger - Radio				х					
2 R	R70364	Battery Charger - Radio				x					
13 R	272057	Analyzer/Conditioner - Radio		1		x					
14 R	R74359	Scanner	Office		75002388	x					
15 F	R78916	Control Head - Mobile				x				x	Item located in vehicle 1270748.
16 F	R79046	Citizen Band Radio	957445		85019735	x				x	Item removed from vehicle and located in Area automotive office.
17 F	R79942	Scanner	C1478P		85002082	x				x	Item removed from vehicle and located in Area automotive office.
18 F	R82569	Battery Charger - Radio				x					
19 F	R86316	Remote Console			1227	x					
20 F	R87843	Scanner	1061059		55003192	x				$ _{\mathbf{x}}$	Item removed from vehicle and located in Area automotive office.

### ATTACHMENT C

### CALIFORNIA HIGHWAY PATROL 2009 TELECOMM PROPERTY INSPECTION REPORT Williams Area - 155

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL#	Y	N	A	Т	С	OTHER
E(	QUIPMEN'	T LOCATED ON-SITE	(NOT LISTED ON	N COMMAND I	PROPERTY	LIST	)				
21 22	N/A N/A	Citizen Band Radio	65019628 75015586					x			Item located on-site in Area automotive office. No CHP decal on item. Item located on-site in Area automotive office. No CHP decal on item.
23	R53779	Fixed Receiver						x			Item located in Area radio room. Database lists item at the Department of General Services Warehouse in Sacramento.
24	R59631	Citizen Band Radio						x			Item located on-site in Area automotive office. Property number has been removed from database.
25	R70029	Base Station						X			Item located in Area radio room. Database lists item at the Department of General Services Warehouse in Sacramento.
26	R73523	Fixed Receiver						x			Item located in Area radio room. Database lists item at the Department of General Services Warehouse in Sacramento.

### ATTACHMENT D

ACTIVE EQUIPMENT INVENTORY BY LOCATION (PAR: EQUIP INVENT BY LOC) 07/09/2009

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
155	1239641	1239641	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
155	1240114	1240114	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
155	1247977	1247977	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
155	1270352	1270352	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
155	1270617	1270617	ENFORCEMENT SEDAN	2008	FOR	CRNVTC
155	Y 1270624	1270624	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
155	V (1270715	1270715	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
155	V 1270748	127074B	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
155	1270818	1270818	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
155	V (3007902)	5MGC027	COMMANDER VEHICLES	2005	FOR	CRNVIC
155						
155	V (C2595E	1154366	MOTOR CARRIER VEHICLES	2003	DÓD	RAMVAN
155	C2979F	1223816	MRE 4X4	2007	DOD	PU4X4
155	Y (1307	1171571	TRAILERS	2003	DIS	RADAR TRLR
	1					

If the vehicle has been transerred - attach CHP 57 form	
VERIFIED BY:	DATE:
COMMANDERS SIGNATURE :	

### ATTACHMENT E

### Department of California Highway Patrol

### Complete Area Inventory 155 - Williams

July 8, 2009

Officer Issued Weapons				
(201) Issued to officer		0 - "	O a vadama l#	Comments
ID# Last Name	<u>First Name</u>	Ser#	Control#	Comments
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### Department of California Highway Patrol

### Complete Area Inventory

155 - Williams

Issued to officer:

July 8, 2009

	Officer Issued Weapons Total:	
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Area Issued Weapons		
Ser# Control#	Comments	
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Ser# Control#	Comments	

Page 2 of 4

## Department of California Highway Patrol Complete Area Inventory

155 - Williams

July 8, 2009

Ser# Control#	Comments
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Ser# Control#	Comments
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Ser# Control#	Comments
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	Area Issued Weapons Total:
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# Department of California Highway Patrol Complete Area Inventory 155 - Williams

July 8, 2009

**Area Grand Total:** 



LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION Page 4 of 4

	9			
			(4)	

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### PHYSICAL INVENTORY ADJUSTMENT REQUEST

DISTRIBUTION:
WHITE & YELLOW - Return with
Inventory package through
chain-of-command.

DATE

CHP 24 (Rev. 11-00) OPI 076 REFEI	7.70 (174)	hain-of-command. INK - Keep at command	03/23/2009
то Fiscal Management Section, Inventory Contro	FROM (COMMANO)		LOCATION CODE
DATE PHYSICAL INVENTORY PERFORMED 03/15/2009	PERSON CONDUCTING INVENTO Officer G. Gomez #1796		IV I Public
Report completeall items located	Make changes listed be	low	

C = CORRECTION to PRINTOUT  CHP TAG NUMBER   SERIAL NUMBER   C					Area) D = DELETION A = ADD		ON		ADDITIONS ONLY (if knowl	
CHP TAG NUMBER	SERIAL NUMBER	C	MANUFACTURER'S NAME	С	ITEM DESCRIPTION	С	0	A	PURCHASE NUMBER	PURCHASE DAT
110361	99B199		MOHAWK		LIFT, MOTOR VEHICLE		1			
99971			CUROCO		METAL BUILDING, UTILITY		1			
R42658	9540247		RANGER		MOBILE RADIO			1		
R47537	7820979				MOBILE REPEARTER			1		4
R89714			GE		RADIO CONTROL HEAD			1		
R74920	75001836				MOBILE SCANNER			1		
R53779	8558338		11		RECEIVER, RADIO FIXED VHF (LOW FREQUENCY)			/		
R73523	1590393			1	RECEIVER, FIXED			/		
R70029	1585648				TRANSMITER, RECEIVER RADIO P0038632			/		
R80956	96001002		SILVERADO		SCANNER RECEIVER			1		
R100588	7600065356		_		BLACKBERRY CURVE CELLULAR PHONE			<b>√</b>		
		+		1						

TRANSFERS (A signed CHP 266, Credit Memo, or CHP 57, Motor Vehicle Assignment and Transfer, must be attached as documentation for each transfer) CHP TAG NUMBER SERIAL NUMBER ITEM DESCRIPTION TO LOC. CODE 124097 X138FHGZB125 COMPAQ DESKPRO COMPUTER 041 R41437 MOBILE RADIO (VEH. #1239564)(RUNOUT) 074 R46816 MOBILE REPEATER (VEH. 1239564)(RUNOUT) 074 R74751 SCANNER RADIO (VEH. 1239564) RUNOUT) 074 R57226 MOBILE RADIO (VEH. 1239564) (RUNOUT) 074 R97526 CITIZEN BAND RADIO (VEH. 1239564)(RUNOUT) 074 R74586 **MOBILE SCANNER** 074 R74450 MOBILE SCANNER 047T RANGER RADIO (DEFECTIVE) 047T COMMANDER'S SIGNATURE DIVISION CHIEF'S SIGNATURE

		VEHICLE NR:	1204513	
YEAR: MAKE: MODEL: CLASS CODE: DEALER STOCK	2005 FOR CRNVIC ES NR: 6036	LICENSE NR: REPLACES VEHICLE: VIN: DATE PLACED IN SERVIC FUEL CARD #:	1204513 1126635 2FAHP71W85X153721 E: 12/13/2005 21335	¥
		EQUIPMENT		
A REPEA A SCANN ANTENNA BARRIER BASE LO CABLE CABLE CONSOLE DECALS DOCKING DUAL GU EXEMPT EXTERNA FIRST A MAPLIGH PRISONE PUSH BU RADIO/S REAR MA REPEATE	CONTROL HEAD TER ER C COMPUTER - COMPUTER - COMPUTER DAT MAIN RADIO COMPUTER DAT MAIN FENDER M COMPUTER DAT MAIN FENDER MAIN F	DESCRIPTION: R-42774 R-95209 R-74586 R-74586	COPY OF SIGN Area: 150 Date: 700	ED 57
VISION				
COMMENT WO 08-2				
	0			5C 02 A
ASSIGNE RECEIVE	D TO LOCATION:	Inn Keylegu	DELIVERED BY: Kint R (Signature	ckentien
PRINT N	AME: Sulie	Ann Rouleau	PRINT NAME: KENT RE ID NUMBER: A08618	CKENSTEIN
DATE:	7/8/8		DATE:	_

----- End of Report -----

155-02

Item Number

Look up by
Tag # C Serial #
Look up |

### **Asset Information**

Asset # R53779

SN 8558338

Model # ARM02-SP

Description RECIEVER RADIO FIXED VHF LOW P021054

**Vendor Name** 

Warranty End

Asset Key RECIEVER RADIO FIXED VHF LOW P021054.ARM02-SP.NONE Location DGS.00.00.0

155-03

### Item Number

Look up by
Tag# C Serial#
Look up

### **Asset Information**

Asset # R70029

SN 1585648

Model # B3N100EASDA

**Description** TRANSMITTER/RECEIVER RADIO P0038632

Vendor Name

**Warranty End** 

Asset Key TRANSMITTER/RECEIVER RADIO P0038632.B3N100EASDA.NONE Location DGS.00.00.0

155-04

### Item Number

Look up by
Tag# C Serial#
Look up

### **Asset Information**

Asset # R73523

SN 1590393

Model # ARM02

Description Receiver, Fixed

Vendor Name

**Warranty End** 

Asset Key Receiver, Fixed.ARM02.NONE

Location DGS.00.00.0